

16 November 1961

MEMORANDUM TO: Chief, Personnel

SUBJECT : Procedures in Case of Death at Overseas Stations

1. At stations where death has occurred to staff personnel, agent personnel or the dependents thereof, experience has brought to light the complexity of accomplishing the rudimentary procedures of acquiring coroner's reports and death certificates for proper embalming, and to meet the requirements for transporting the remains to ZI.

2. These problems were encountered again recently (see attachment) although investigations made in the past had resulted in an SOP which was considered workable. The SOP'S have become outdated by events; the location of acceptable morticians changes, coroners are replaced, etc. The changes in local circumstances makes it mandatory that all stations and bases review the situation and the SOP'S frequently. The latest facts and procedures required to accomplish properly the transport and burial of a person under the administrative jurisdiction of KUBARK should become a matter of record at each station, base and at Headquarters.

3. All field stations and bases should now be alerted to the need to initiate or recheck their Standard Operating Procedure in the handling of death cases of KUBARK personnel or their dependents at overseas stations and bases.

4. A copy of all such procedures from all stations and bases should be forwarded to Headquarters for reference purposes.

5. Since Benefits and Services is the responsible office in handling these matters at Headquarters, it is felt that any communication to the field stations and bases should emanate from that office. The Operations Division, Medical Staff is most willing to render any service needed to see that the field is alerted to this need.

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Chief, Operations Division
Medical Staff

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